

PERFORMANCE WORK STATEMENT

Human Resources Assistant (Recruitment and Placement)

1. BACKGROUND

The USDA Marketing and Regulatory Program (MRP) mission area is comprised of three agencies; the Agricultural Marketing Service which helps move farm products from producers to consumers efficiently, dependably, and equitably; the Animal and Plant Health Inspection Service, which protects the health of U.S. agriculture; and the Grain Inspection, Packers and Stockyards Administration, which facilitates the marketing of livestock, meat, poultry, grains, oilseed, rice, and related products, and promotes fair and competitive trading practices. APHIS MRP Business Services group is comprised of eight divisions which provide the full range of financial, administrative, human resource, and information management support to the agencies within the MRP mission area. Within the Human Resources Division, the Human Resources Operations Branch provides comprehensive, innovative operations support in the areas of classification, employment, employee benefits, pay and leave administration, and personnel/payroll processing services to the field workforce of the MRP agencies.

2. SCOPE OF WORK

The Human Resources Operations Branch is seeking a contract to provide support as a Human Resources Assistant in staffing and recruitment areas, as follows:

- Prepares vacancy announcements for placement including applicable information required for position to be filled. Coordinates open/close dates; determines appropriate distribution; and ensures conformance with OPM competitive examining and/or Agency merit promotion requirements.
- Collects job analysis information that outlines the knowledges, skills, and abilities required and priority of evaluation criteria. Provides appropriate samples and assistance to managers, as needed.
- Reviews applications submitted to assure that regulatory, legal, policy, and procedural requirements are satisfied. Performs review for basic qualifications in accordance with OPM standards. Coordinates preparation of certificates of eligibles and/or referral lists for selecting officials using manual and automated systems. Reviews returned certificates to ensure actions taken conform to regulatory requirements before selections are finalized.
- Responds to questions from selecting officials regarding the availability of candidates, procedures to be followed, and estimated time required to recruit new employees or complete promotion action. Answers correspondence and inquiries from job applicants concerning type of work, their rating, and hiring procedures.
- Codes requests for personnel action with applicable staffing data for entry into National Finance Center payroll/personnel database. Makes determinations on appropriate rate of pay for staffing actions for review by specialists.

- Compiles information or data from a variety of sources and assembles into preliminary report, tabular, or chart form, in support of studies and projects being carried out by others.

3. GOVERNMENT FURNISHED INFORMATION

- Regulations governing the programs for which APHIS has oversight.
- Federal regulations governing human resources, including: United States Code, Civil Service rules and laws, OPM Qualification Standards Handbook, Comptroller General decisions.
- Agency Directives and operating policies and guidelines; and office procedures, policies, precedents, and formats provide general criteria which must be adapted to specific situations.
- Access to electronic mail system and other automated systems needed to carry out assigned functions.

4. GOVERNMENT FURNISHED PROPERTY

- Work station
- Telephone
- Computer

5. PERFORMANCE REQUIREMENTS

The Contractor shall furnish all personnel and include all costs associated with the performance of this contract, including but not limited to, labor, supervision, administrative, travel and other services that may be necessary during the performance of this contract.

6. DELIVERY REQUIREMENTS

The Contractor shall meet with the Technical Point of Contact (TPOC) and with APHIS representatives within five days after notice of award to review and clarify any areas of the Performance Work Statement (PWS).

7. CONTRACTOR PERFORMANCE STANDARDS

Performance will be monitored throughout the effective period of the contract using the following criteria:

- Independent action is exercised in day-to-day work planning and organization, setting priorities, and coordinating work efforts with serviced programs and other human resource employees.
- Arrives on time, prepared for work.
- Presents a professional demeanor, appearance and manner.
- Handles heavy workload by setting priorities effectively.
- Uses initiative in resolving problems.

8. CONTRACTOR QUALIFICATION REQUIREMENTS

The position requires the following knowledge and/or ability:

- Knowledge of basic rules, regulations, and policies related to Federal staffing equivalent to the level of knowledge possessed by a Human Resources Assistant at the GS-203-7 level in the Federal Service.
- Practical knowledge of staffing principles and merit promotion and competitive examining process to develop announcements and analyze and evaluate individual qualifications in relation to a variety of occupational requirements.
- Knowledge of recruiting and staffing processes, procedures, and processes to ensure the requirements are observed and documented, and effectively coordinate activities associated with entrance on duty.
- Skill in effective interpersonal communications to work effectively with program customers and coordinate the work with others in the office.
- Ability to learn the organization's structure and functions in order to understand the unique situations particular to serviced organizations.
- Access to sensitive personnel data will be necessary to perform the work of the position. Therefore, the contractor must obtain appropriate security clearance.

9. DEDUCTIONS

The following defines the deductions that will be assessed against the Contractor for failure to meet the performance specifications of this PWS:

Action 1: Extensive, unexcused tardiness and/or absenteeism.

Action 2: Excessive turnover.

Action 3: Customer complaints for failure to provide timely or effective service.

Expected timeframes will be established by HR management in conjunction with assignment of work.

Deduction standard for each action: 0.50% of annual contract cost for each occurrence after Contractor has been formally notified of occurrence.

10. PREPARATION OF OFFERS

Offerors shall prepare an original and three copies of a technical proposal and an original only of the business proposal. The technical proposal shall include a work plan prepared in enough detail to show that the offeror has a thorough understanding of the requirement. This work plan should explain how the offeror will organize and perform the requirements of the PWS should the offeror receive the contract award. The work plan shall provide evidence that the personnel designated to work on this project have the skills and experience needed to effectively complete the assigned tasks. The offeror shall describe the organizational experience illustrating past performance in a similar contract. The business proposal shall include a cost breakdown outlining the costs associated with the performance of this contract, including estimated general and administrative expenses and profit.

Resumes will be required for this position. The Government may request to meet the selected employee to perform the above services before the contract start date.